



TDOT Technical Coordinator 2

AGENCY OVERVIEW AND PROGRAM FOCUS

Transportation is so basic that many of us overlook its overwhelming importance in our daily lives. Practically everything used in our homes, offices, or schools across Tennessee – from furniture to food items to clothing – requires a large and complex transportation network. The Tennessee Department of Transportation provides citizens of Tennessee and travelers with one of the best transportation systems in the country. TDOT is a multimodal agency with responsibilities in building and maintaining roads, aviation, public transit, waterways, railroads, cycling and walking paths.

SUMMARY

This is the second of the two technical coordination levels within the Engineering Technician classification series. This position is primarily responsible for supporting the coordination of the technical aspects of transportation projects and programs. Depending on the division and discipline of TDOT where this classification is used, its work could be relegated to project specific activities; data analysis and reporting; compliance and contract fulfillment; sampling, testing, surveying, and calculation; and traffic, work zone, and work site safety.

The TDOT Technical Coordinator 2 conducts bid analysis, develops letting packages, administers construction contracts, documents contractor daily activities, and processes contractor and consultant invoices for complex projects with the highest degree of risk. Positions in this classification will be expected to operate computers to perform complex data analytics, use cloud-based programs to conduct research, and be skilled at writing detailed reports that include charts, graphs, and graphics to articulate complex data and technical information, as well as the analysis of plans documents to create deliverables used in the acquisition of real estate. They will also require a high level of skill in researching new and innovative technologies, assessing their applicability for incorporation of a transportation project, and developing the specifications for the use case for each technology.

Positions in this classification require a high level of effective communication skills, both verbal and written, and the ability to professionally interact with internal and external customers. They may serve as a mentor in supporting career development and cultivating communication and leadership skills of others at TDOT. Positions will be required to work independently with limited supervision, and may work in the field, a laboratory, or within industrial plant sites where personal protective equipment is required. Positions in the classification should also expect to incorporate overtime, weekends, and night shifts into their schedules.



RESPONSIBILITIES

NOTE: The job responsibilities listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Project Specific Activities:

- Conducting project specific research for multiple phases of the project life cycle
- Developing project estimates and project schedules
- Developing discipline specific reports, specifications, project plan sets, and financial documents for highly complex projects
- Performing project documentation close outs as required by federal and state agreements to ensure all invoices are paid timely and accurately, all unused funds are released for use on other projects and any monies due TDOT are captured before contract time frames, legal standing, and financial bonding guarantees are released
- Documenting project work activities per TDOT policies, specifications, and guidelines for progress reporting and use with contractor payment on highly complex projects

Data Analysis & Reporting:

- Analyzing highly complex data sets derived from research and developing recommendations
- Developing transportation infrastructure reports, specifications, plans and contract documents for review and approval by the appropriate engineering discipline
- Analyzing outcomes to provide feedback and recommendations on existing specifications and plans to improve the quality of the products and services provided
- Reading complex technical documents, legal documents, and plan sets to extract needed information to develop property boundaries, cost estimates, project schedules, and permit requirements
- Operating equipment to collect, analyze, and present data
- Processing complex data sets to produce required deliverables

Compliance & Contract Fulfilment:

- Ensuring TDOT's Quality Assurance process is followed for all work items
- Performing compliance audits for contractual documents submitted by consultants, contractors, and suppliers
- Conducting field inspections
- Providing administrative oversight and documenting daily activities to ensure that all consultants, contractors, and vendors provide the products and services as negotiated
- Reviewing and approving progress reports
- Completing invoicing and payments to consultants, contractors, vendors, and utility companies



- Reading, interpreting, and applying federal and state statutes related to transportation activities including transportation planning, right-of-way, utilities, design, construction, materials acceptance, outdoor advertising, environmental considerations, and consultant acquisition
- Assisting internal and external customers in identifying, documenting, and resolving highly complex issues

Samples, Tests, Surveys, & Calculations:

- Providing oversight and performing complex laboratory sampling and testing of materials and components used in transportation infrastructure projects
- Performing complex calculations using discipline specific computer programs and cloud-based technologies
- Providing oversight of the performance of testing, measurements, and calculations to meet the appropriate ASTM, AASHTO, and departmental specifications
- Operating various survey equipment to set line, grade, perform route surveys, and project control

Traffic, Work Zone, & Work Site Safety:

- Prioritizing and incorporating safe practices into daily activities
- Lead in developing and implementing traffic control and work zone traffic safety plans per MUTCD and TDOT's policies, specifications, and guidelines
- Ensuring compliance with work site safety plans for industrial plant sites and laboratory facilities
- Safely and effectively operating light and heavy-duty vehicles and equipment necessary to remove snow and ice from highways and bridges and to complete other field operations

Performs other job responsibilities as assigned

QUALIFICATIONS

Education and Experience:

An associate or bachelor's degree in a related field of study as outlined in the position description and four (4) years of demonstrated competency in a related technical discipline.

OR

Education equivalent to graduation from high school and six (6) years of demonstrated competency in a related technical discipline.

Necessary Special Qualifications

- Possess and maintain a Class D driver's license valid to operate vehicles in the State of Tennessee



- Some positions within this classification may require candidates to possess and maintain, or obtain at their own expense and within eleven months of hire, a Class A Commercial Driver's License with an N endorsement (Code 52 restriction is allowable) that is valid in the State of Tennessee
- Some positions within this classification may require candidates to possess and maintain a Part 107 UAS License

KNOWLEDGE, SKILLS, ABILITIES, and COMPETENCIES

- Knowledge of the Tennessee Manual on Uniform Traffic Control Devices (MUTCD)
- Knowledgeable in laboratory safety procedures
- Knowledgeable in required environmental procedures
- Knowledgeable in administering contracts
- Highly skilled in report and form writing
- Highly skilled in the use of objective thinking by focusing on relevant details and weighing the outcomes of different options to make decisions and resolve issues.
- Highly skilled in the development and analysis of construction project estimating
- Highly skilled in the analysis and documentation of construction project claims
- Highly skilled in researching new and innovative technologies
- Ability to communicate effectively
- Ability to follow verbal and written instructions
- Ability to use computers and applicable programs, applications, and systems
- Ability to recognize and take precaution for potential hazards
- Ability to maintain effective work relationships with individual and groups, both internal and external
- Ability to provide tailored instruction and teaching methods that accommodate the differing learning styles of others
- Ability to analyze a process and offer actionable feedback on how to improve the process effectiveness, quality, and efficiency
- Ability to effectively manage multiple tasks simultaneously
- Ability to set and manage timelines and priorities to complete the work that has been assigned to him/her.
- Ability to provide strong customer service to internal and external customers.

Conditions of Employment

- Where a position requires a CDL, you must pass a drug test prior to employment. Commercial drivers and safety impact employees will be subject to additional drug and alcohol testing during employment.
- Incorporating overtime, weekends, on-call, and night shifts into their schedules as work schedules dictate
- Extended durations outdoors in extreme weather conditions



- Working in and around construction and vehicular traffic
- Walking on uneven terrain
- Climbing ladders and construction scaffolding
- Carrying equipment and samples in excess of 25 pounds
- Performing work in which personal protective equipment will be required to be worn

For HR

HQ locations

State Construction

M&T

Region Locations

Construction

Traffic Operations